

**JOB VACANCY POSTING**

<b>POSTING #:</b>	062-13	<b>ISSUE DATE:</b>	March 20, 2013
<b>TITLE:</b>	<b>CONTRACT ADMINISTRATOR 2</b>	<b>CLOSING DATE:</b>	April 3, 2013
<b>LOCATION:</b>	Department of Children and Families Southern Business Office 4 Echelon Plaza 201 Laurel Road Voorhees, NJ 08043		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P26
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$62,935.36 - \$89,533.96

**SCOPE OF ELIGIBILITY:**

Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under the general supervision of a supervisory official, administers and exercises review and/or approval authority over various contracts and/or grants; provides technical assistance in contract and/or grant preparation, control, monitoring, amendment, and/or evaluation; as appropriate, exercises controllership and approval rights and responsibilities in the area of contract and/or grant administration; and/or processes contracts for multiple divisions, projects and/or programs, may be assigned to review the work of lower level contract administration and support staff; does other related duties.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) or a current license or registration valid in New Jersey as a Professional Engineer, Certified Public Accountant or Attorney at Law may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) year of experience involving responsibility for some aspect of contract/grant work.)

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**Electronic Filing:**

Forward a cover letter and resume electronically to:

**Katrina.Bethke@dcf.state.nj.us.**

Include the Job Opportunity # in the subject line of your email.

**Alternate Filing:**

If unable to file electronically, applicants may forward a cover letter and resume (including Job Opportunity #) to:

**Jacqueline Jobes, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625**